

## Sample Resumes- Dislocated Worker

Mario was recently laid off in a major facility reorganization. He makes his resume an "expanded chronological". In this way he is able to highlight accomplishments from each job.

**Mario C. Rodriguez-Natale**  
29 Brighton Avenue  
Farmingville, New York 11738  
(516) 438-2178

### PROFESSIONAL SUMMARY

- Over fifteen years progressive experience in the fields of Administration and Financial Management. Designed and implemented a number of computer systems on an HP 3000 computer.
- Demonstrated proficiency in the areas of budget/forecasting, financial and operations audits, Government contracting and procurement.
- Selected to a committee to assist the U.S. Nuclear Regulatory Commission in developing standards for contractor financial reporting. Assisted in the development of a standard proposal format. Recommendations are currently in use.

### EXPERIENCE HIGHLIGHTS

**1975**

**BROOKHAVEN NATIONAL LABORATORY** *Department Administrator, Department of Nuclear Energy*

- Directly responsible for managing all Administrative and Financial functions of a major scientific research and development department, with an annual budget of \$35M. Major areas of responsibility include:
- The preparation and submission of proposals to various government and private agencies and institutions.
- Managing the preparation, monitoring, control and forecasting of the department's operating and capital budget.
- Final approval of department's subcontracting and procurement functions including development of selection criteria and proposal evaluation.
- Supervising the department's personnel functions including approval of all vacancies, interviewing and selection of scientific and administrative staff.

**1974 - 1975**

**DELOITTE HASKINS AND SELLS** *Senior Staff Accountant*

- In charge accountant responsible for the planning, coordination and conduct of financial and operational audits for small and medium size corporation.
- Responsible for the supervision and training of Junior Accountants in both field and classroom situations.

**1973 - 1974**

**BURNS AND ROE, ARCHITECT ENGINEERS** *Administrative Assistant*

- Reported to the Director, Quality Assurance and established administrative procedures and guidelines for the Quality Assurance Department, overseeing the construction of a \$750M Nuclear Power Plant.
- Directed the preparation of a quality assurance manual in conformance with Federal Regulation 10 CFR 50. Assisted in the review and evaluation of quality assurance documents to insure compliance.

**1963 - 1969**

**U.S. ARMY**

- **Rank:** Captain ■ **Training:** Infantry Officer Candidate School, Fort Benning, GA ■ **Discharge:** Honorable
- **Experience:** Battalion Intelligence Officer, Battalion Supply Officer, Assistant Battalion Operations and Training Officer, Ceremonial Coordinator for the Presidential Honor Guard in Washington, D.C., Platoon Leader and Company Commander in the U.S. and Vietnam.

### EDUCATION

- Bachelor of Science, New York Institute of Technology, Westbury, New York, 1973
- MBA, New York Institute of Technology, 1974